

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CAFC-16-02

OPEN: February 2, 2016

CLOSE: February 16, 2016

POSITION TITLE: Library Technician

POSITION INFORMATION: Full-time Permanent (eligible for federal benefits and leave).

GRADE & SALARY: CPS 23 - 24 (Pay Range: \$34,940 - \$62,888)
*In accordance with recruitment and promotion policies.

LOCATION OF POSITION: United States Court of Appeals
for the Federal Circuit
717 Madison Place, N.W.
Washington, D.C. 20439

About the Court and the Library

The Federal Circuit is unique among the thirteen Circuit Courts of Appeals, as it has nationwide jurisdiction in a variety of subject areas. Appeals to the court come from all federal district courts, the United States Court of Federal Claims, the United States Court of International Trade, and the United States Court of Appeals for Veterans Claims. The court also takes appeals of certain administrative agencies' decisions, including the United States Merit Systems Protection Board, the Boards of Contract Appeals, the Patent Trial and Appeal Board, and the Trademark Trial and Appeal Board. Decisions of the United States International Trade Commission, the Office of Compliance of the United States Congress and the Government Accountability Office Personnel Appeals Board are also reviewed by the court. The subject matter of appeals includes administrative law, intellectual property, customs and international trade, government contracts, federal taxation, federal personnel, veterans' benefits, and cases involving money damages against the United States government.

The Federal Circuit library was organized in 1967 when the United States Court of Claims and the United States Court of Customs and Patent Appeals moved to their newly constructed courthouse on Lafayette Square, in Washington, DC. With the enactment of the Federal Courts Improvement Act of 1982, the library was designated a Circuit Library, and now serves the research needs of the judges, special masters law clerks and staff of the United States Court of Appeals for the Federal Circuit, the U.S. Court of Federal Claims and the Office of Special Masters. The Library collection consists of 20,000+ titles and 39,000+ volumes in print and electronic formats, and a digital archive of historical materials consisting of 2,600 items. In addition, the library subscribes to BloombergBNA, BloombergLaw, Law360, LexisNexis and Westlaw, the library subscribes to HeinOnline, JSTOR and both ProQuest Congressional and ProQuest Legislative Insight among many other electronic resources.

Position Overview

The Library Technician is responsible for providing functional and administrative assistance to the library staff and patrons of the Federal Circuit Library in support of the United States Court of Appeals for the Federal Circuit (CAFC) and United States Court of Federal Claims (CFC). The Library Technician reports to the Circuit Librarian. This position is eligible for federal benefits and leave.

Responsibilities of the Library Technician include, but are not limited to:

Performs collection management duties with librarian guidance including the shelving and shifting of library materials, filing updates, and shelf-reading in the main library and satellite locations. Adds and removes materials to and from the collection.

Sorts and files legislative documents (electronic and in print), legal publications, and microfiche.

Maintains, updates, and organizes Library administrative correspondence and records utilizing computer applications such as e-mail (MS Outlook), word processing (MS Word), spreadsheets (MS Excel), the library content management system (Springshare Libguides), and the integrated library system (ILS) (SirsiDynix).

Conducts online searches using national bibliographic databases (OCLC), Library of Congress online catalog, local union lists, email and telephone to arrange for interlibrary loans.

Circulates library books and periodicals. Assists with the inter-library loan process; delivers and retrieves nearby loans.

Assists in maintaining and updating the court's and Library's web-sites, performs uploads and creates links to documents and files as directed.

Performs administrative tasks associated with the procurement of digital legal research passwords and corresponds by phone and email with vendors, chambers staff and password requestors.

Performs reference desk duties by greeting library visitors or callers and providing them with direction to Library materials or other Library staff according to their needs. Answers questions and relays pertinent information to other library staff members.

Types, formats, and proofreads correspondence. Generates documents and emails from instruction, notes, and dictation. Photocopies, faxes, scans and emails materials as needed. Provides direct administrative support to the Circuit Librarian.

Coordinates with Court staff about procurement of books, serials and office supplies, use and reservation of meeting space, and delivery of correspondence, books and newspaper to Court offices and chambers. Performs other administrative support functions in the library, as needed.

Qualifications

The successful candidate will possess strong organization skills, the ability to follow detailed instructions and multitask, knowledge of computer operations and filing systems, strong interpersonal skills, flexibility, and the ability to work in a team environment.

Work is performed in an office setting and requires frequent walking, standing, bending, and carrying items up to 25 pounds.

To qualify for the CPS 23 level candidates must possess:

- High school graduation or equivalent **and** at least two years of general experience.
or
- Bachelor's degree from an accredited school.

To qualify for the CPS 24 level candidates must possess:

- At least one year of progressively responsible administrative experience equivalent to work at CPS-23 (GS 7) level requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software for word processing, spreadsheets, webpage updates, data entry or report generation.

Preferred qualifications: Administrative experience gained within a judicial system, library, federal agency or the legal field. Working knowledge of Drupal software.

How to Apply

Application packages **must include an Employment Application** (Form [AO-78](#) – Visit the court's website at www.cafc.uscourts.gov and click on "Human Resources" link). A cover letter is preferred. You may email (preferred) in PDF or mail your complete package to:

E-Mail to: cafcjobs@cafc.uscourts.gov

U.S. Court of Appeals for the Federal Circuit
Human Resources, Suite 410
717 Madison Place, NW
Washington, DC 20439
Attn: Library Technician CAFC-16-02

Application packages must be complete for consideration.

Other Information

Only those applicants selected for an interview will be contacted and must travel at their own expense. Reimbursement for travel and/or relocation is not available.

The court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

This is an "Excepted Appointment" and "At Will" position. Federal Government Civil Service classifications or regulations do not apply. As a condition of employment, applicants must successfully complete an FBI Fingerprint and Background Check. This position is subject to EFT (direct deposit of earnings). Must be a U. S. citizen or eligible to work in the United States.

Non-Citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). Under 8 U.S.C. § 1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

The United States Court of Appeals for the Federal Circuit is an Equal Employment Opportunity employer.